

AUTHORITY TO SIGN DOCUMENTS

Power of Attorney (POA) is a document that allows one person to appoint another person to act on their behalf concerning finance, real estate, business, and more. If you initialed "real property," giving your POA the power to conduct transactions with real estate, **you should also file a copy of your POA at the recorder's office in the county or counties where you own real estate.** If it has not been filed, it will need to be filed at the time of recording the deed for the sale.

YOU WILL USE THE SOCIAL SECURITY AND DOB OF THE ACTUAL OWNER

Articles of Incorporation are a set of formal documents filed with a government body to legally document the creation of a corporation. Articles of incorporation generally contain pertinent information, such as the firm's name, street address, registered agent, and such. What you need from the Article of Incorporation is the name of the person or persons (**Officers**) that can sign on behalf of the company.

YOU WILL NEED THE TAX ID NUMBER FOR THE BUSINESS

Trust documents appoint the **trustees** and states the terms of the trust, including who the beneficiaries are and the trust property that will be subject to the trust.

Trusts usually just use the trustees social security number and DOB.

Deaths/Estates – If you get a call to list a house because someone passed away you will need to understand the situation better.

- 1) **Did they own the property with the deceased (joint tenant) if yes and no affidavit of surviving spouse has been filed you will need a death certificate to list it.**

An **Affidavit of Surviving Spouse** may be recorded if the decedent died on or after January 1, 1988 to have the deceased spouse removed from title.

- 2) **Are they the executor? If not who is? You will need Authority to sign documents as described below.**

Don't be afraid to ask if you can have the attorney's name who is handling the estate.

If someone dies intestate (Without a will) there will be an **administrator**. You will need Authority to sign documents such as **Letter of Appointment** or Letter of Administration which are official documents that grant an individual permission to access and manage an Estate after someone dies. This usually will still require court approval to sell.

If someone dies with a will there will be an **executor**. You will need Authority to sign documents such as **Letters testamentary** which are documents that a probate court delivers to the executor of the deceased's estate to enforce the terms of the deceased person's will. A court can issue letters testamentary only to persons who are chosen as an executor in a will.

YOU WILL NEED THE FED TAX ID NUMBER FOR THE ESTATE. You will not need Date of Birth.